



**PLANNING AND DEVELOPMENT SERVICES**

City Office Building  
333 SW 6th Street, Box 755  
Willmar, MN 56201  
320-235-8311  
Fax: 320-235-4917  
www.willmarmn.gov

**MEMO**

TO: Willmar Planning Commission

Chair: Steve Gardner  
Vice Chair: Rolf Standfuss  
Members: Margaret Fleck, Jeffery Kimpling, Cletus Frank, Terry  
VanVeldhuizen, Jonathan Marchand, Terry Sieck, and Dr. Jerry  
Kjergaard.

FROM: Sarah Anderson, Planner *SJA*

DATE: July 12, 2018

SUBJECT: JULY 18, 2018 MEETING

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, July 18, 2018, in Conference Room #1 (first floor) of the City Office Building. Please call me at (320)214-5195 if you cannot attend.

1. Call the meeting to order
2. Minutes of June 20, 2018 meeting. \*
3. 7:01 p.m. Community Christian School Rezone R-2 to G/I. \*
4. Willmar ALC, Middle School, and CCS Sign Permits. \*
5. Auto Salvage Text Amendment Discussion.
6. Setbacks along 1<sup>st</sup> St Discussion.
7. Miscellany
8. Adjourn

\*Included

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JUNE 20, 2018**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, June 20, 2018, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

**\*\* Members Present:** Rolf Standfuss, Jeff Kimpling, Dr. Jerry Kjergaard, Cletus Frank, Margaret Fleck, and Terry Sieck.

**\*\* Members Absent:** Steve Gardner, Terry VanVeldhuizen, and Jonathan Marchand.

**\*\* Others Present:** Sarah Anderson – Planner, Bruce Peterson – Planning & Development Director, Kayla Reiffenberger – Co-op Credit Union, Russ Schramm – HTG Architects, Carol Gores, Gloria Ferguson, Shirley Hulst, and Clinton Rierson – Willmar, MN.

2. MINUTES: Minutes of the June 6<sup>th</sup>, 2018 meeting were approved as presented.

3. MIDWEST STORAGE 2<sup>ND</sup> ADDITION PRELIMINARY AND FINAL PLAT – FILE NO. 18-02: The public hearing opened at 7:01 p.m. Staff presented the preliminary and final plat on behalf of Myron Krupa of Midwest Storage, Willmar, MN of the subdivision of property described as follows: Lots 2 & 3, Block 1, Midwest Storage Addition (1710 Hwy 12 E). This plat allows for a Midwest Storage kiosk to be placed on their property by a change in internal lot lines. According to the Zoning Ordinance, an accessory structure must be placed on the same property as the primary use. The sign currently on Lot 1, Block 1, Midwest Storage Addition will also be moved to this new portion of the Midwest Storage parcel.

Clinton Rierson asked about the location of the kiosk. Staff explained the kiosk is planned to be directly across the driveway from the current A1 Cleaners business, and the kiosk serves as both a way to pay for and rent a mini storage unit.

Shirley Hulst asked for clarification of the use of the parcels. No changes in use have been proposed for this site, this is simply a change in lot lines. The northern lot is still for sale. Ms. Hulst also inquired about weeds in the alleyway behind Midwest Storage.

No one else appeared to speak for or against the request, and the public hearing closed at 7:06 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A). Staff brought to attention Engineering's comments about a waterline easement. There is an easement for that waterline, but it is not currently reflected on the plat. Due to recording delays the County, the plat and easement will be formally recorded soon.

Mr. Frank make a motion, seconded by Mr. Kimpling to approve the preliminary and final plat with the following conditions:

- A. A 6' utility easement shall be reflective of the lot line changes along the interior lot line between Lots 1 & 2, Block 1, Midwest Storage 2<sup>nd</sup> Addition.
- B. The private waterline utility easement across Lot 1 shall be reflected on the plat.

4. CO-OP CREDIT UNION PLAN REVIEW – FILE NO. 18-06: Staff presented a plan review request on behalf of HTG Architects to allow a Credit Union with a drive-through window on property described as follows: Lot 1, Block 2, Gesch Acres Second Addition. Russ Schramm of HTG Architects pointed out the exterior design sketches submitted to Staff after packets had been created.

The Planning Commission reviewed and discussed staff comments (see Attachment A). Sign permits will be reviewed by staff when submitted at a later time.

A drainage analysis has been completed and submitted to engineering. Mr. Schramm explained that the proposed location of the storm water retention pond was largely driven by the parcel shape and long-term planning for future expansion.

Kayla Reiffenberger of Co-op Credit Union explained the Credit Union's plans to vacate their current location in Cub Foods and move to this new location as they are outgrowing their current space. They hope to begin construction later this year and finish by spring of 2019. Co-op Credit Union is a full-service financial institution, and they will have four to five employees at this location.

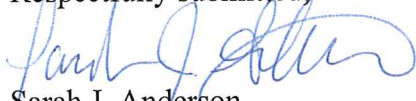
The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

Mr. Sieck made a motion, seconded by Mr. Frank, to approve the plan review with the following condition:

- A. All future site development (building and parking) shall meet Zoning Ordinance Standards or a variance shall be obtained.
- B. All Engineering Department comments shall be met, adhered to, and additional information supplied as requested.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

5. There being no further business to come before the Commission the meeting adjourned at 7:27 p.m.

Respectfully submitted,



Sarah J. Anderson  
Planner

**PLANNING COMMISSION – JUNE 20, 2018**

**STAFF COMMENTS**

1. MIDWEST STORAGE 2<sup>ND</sup> ADDITION PRELIMINARY AND FINAL PLAT – FILE NO. 18-02:

- The applicant is Myron Krupa of Willmar, MN.
- The applicant is requesting to subdivide two parcels for a lot line change on property legally described as follows: Lots 2 & 3, Block 1, Midwest Storage Addition.
- The applicant is requesting this subdivision to alter lot lines, allowing an accessory kiosk to be added for Midwest Storage.
- Lot 2 fronts E Hwy 12 and Lot 3 is an internal parcel. Both are accessed via Outlot A from E Hwy 12. There are no proposed changes to ingress/egress from E Hwy 12.
- The parcels are zoned GB (General Business).
- Minimum lot area and width are well exceeded. All setbacks are met.
- Midwest Storage Addition has been submitted to the County Recorders. Due to timing of submittal, there have been some processing delays.
- An easement has been granted for the existing private water main that crosses Lot 1 and serves Lot 2. This easement will be recorded at the County with Midwest Storage Addition.

**Fire Chief/Marshal Comments:** It appears that this area meets all current fire service needs. This may change if building plans are submitted.

**Engineering/Public Works Comments:** Municipal sanitary sewer main ends in Lot 1. An easement for the extension of the sanitary sewer to Lot 2 should be added. Also, the elevation of Lot 2 should be investigated as it might require a lift station.

The existing private water main that crosses Lot 1 and serves Lot 2 should be protected by an easement.

**MUC Comments:** Single phase power is available. Three phase power would require considerable construction.

The existing private water main that crosses Lot 1 and serves Lot 2 may need an easement.

**RECOMMENDATION:** Reopen and complete the public hearing. Approve the preliminary and final plat with the following conditions:

1. A 6' utility easement shall be reflective of the lot line changes along the interior lot line between Lots 1 & 2.
2. The private water line utility easement across Lot 1 shall be reflected on the plat.

2. CO-OP CREDIT UNION PLAN REVIEW – FILE NO 18-06:

- The applicant is HTG Architects (Russ Schramm) of Eden Prairie, MN.
- The applicant is requesting a plan review to allow a credit union with a 3-lane drive-up on property described as follows: Lot 1, Block 2, Gesch Acres Second Addition.
- The property is zoned GB (General Business).
- Minimum lot width and area requirements are well exceeded. All current building and parking setbacks are met.
- Parking requirements are met (24 spaces required, 28 planned).

- There is one drive up window proposed with 3 lanes and stacking for 4 cars at each lane.
- The site can be accessed by 2 proposed locations via 5<sup>th</sup> St. SE and 19<sup>th</sup> Ave. SE. 25' curb cuts are proposed at both locations.
- The business will fit in with the surrounding uses and structures. Brick is the proposed building façade material.
- Construction is tentatively scheduled to begin later this summer and completion is anticipated for early 2019.

**Engineering Comments:** I have reviewed plans for Co-op Credit Union, prepared by HTG Architects, and have the following comments.

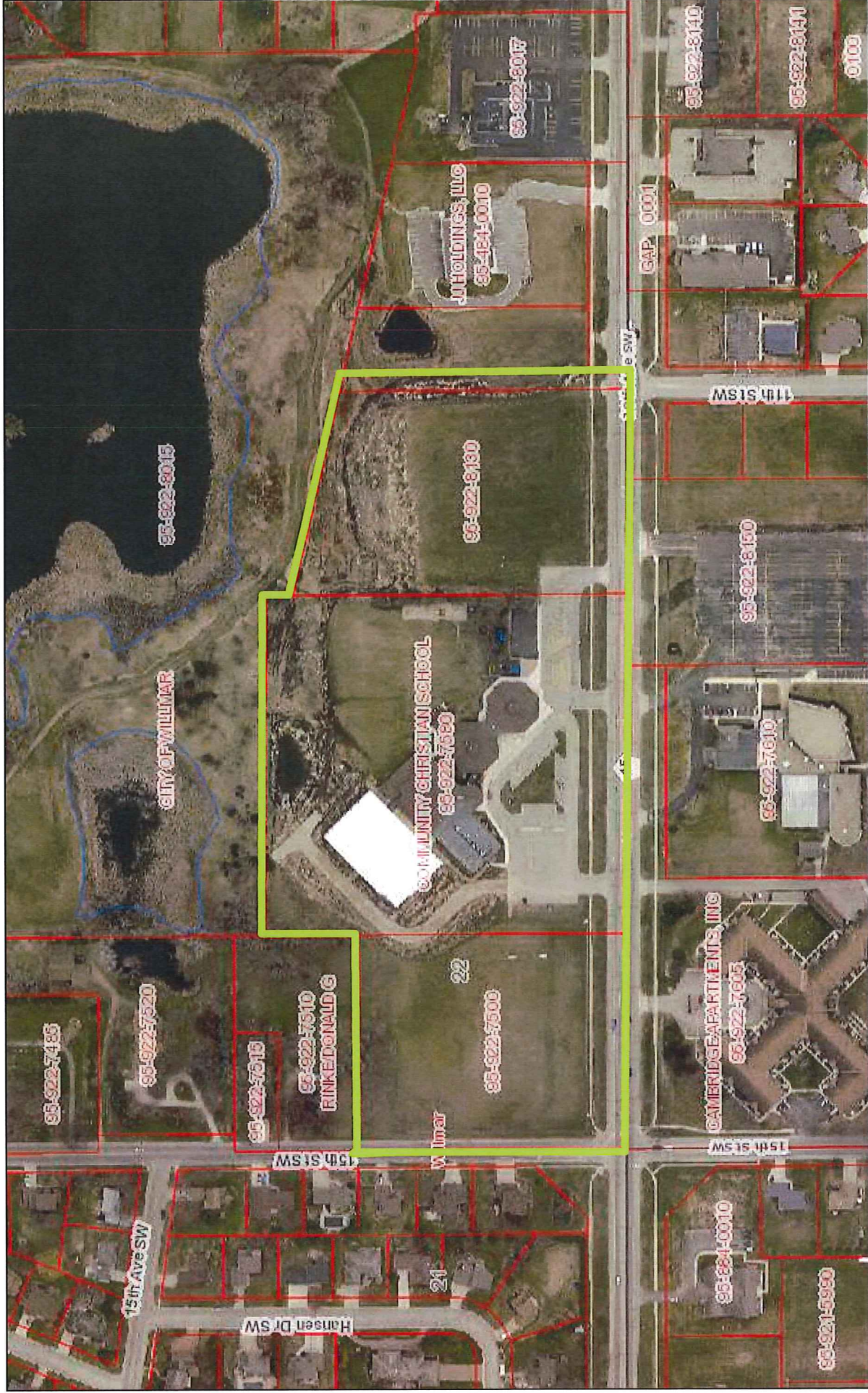
- A NPDES construction storm water permit will be required for this project.
- Post development runoff should be equal to or less than pre development runoff. Drainage calculations have been submitted and are in compliance with City Ordinance.
- Prior to any soil disturbing operations, perimeter silt fence shall be installed to prevent any sediment from leaving the site.
- The plan set does not include a utility plan sheet or a SWPPP sheet. These will need to be reviewed prior to project approval.
- All downstream storm sewer inlets or aprons shall have inlet protection in place prior to any soil disturbing operations.
- All offsite vehicle tracking sediment shall be swept at the end of each work day.
- The entrance from 5<sup>th</sup> Street SE will require pavement marking revisions to create a lengthen center turn lane.

**RECOMMENDATION:** Approve the plan review with the following condition:

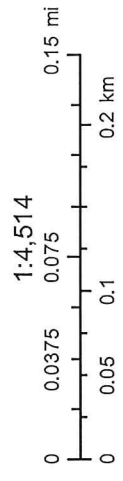
- A. All future site development (building and parking) shall meet Zoning Ordinance Standards or a variance shall be obtained.
- B. All Engineering Department comments shall be met, adhered to, and additional information supplied as requested.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.



# Community Christian School Rezone Location



June 29, 2018



## **NOTICE OF HEARING FOR PROPOSED REZONING**

Notice is hereby given that the Willmar Planning Commission will meet at the Willmar City Office Building (Conference Room #1, main floor), 333 6<sup>th</sup> St. SW, Willmar, Minnesota, at 7:01 p.m. on Wednesday, July 18, 2018, to consider the application of Community Christian School, Willmar, MN, for a change in zoning from R-2 (One- and Two-Family Residential) to G/I (Government/Institution) allowing continued use of a school on property described as follows: Part of the Southwest ¼ and Southeast ¼ of the Northwest ¼, Section 22, Township 119, Range 35.

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing and that they may appear in person or be represented by counsel to be heard on this matter.

July 2, 2018  
Date

Sarah J. Anderson  
Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Abby al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

**PLANNING COMMISSION – JULY 18, 2018**

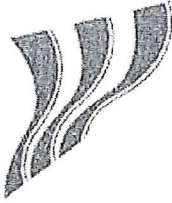
***STAFF COMMENTS***

1. COMMUNITY CHRISTIAN SCHOOL REZONE R-2 TO G/I – FILE NO. 18-05:

- The applicant is Community Christian School by Steve Masseth.
- The applicant is requesting a rezone from R-2 (One- and Two-Family Residential) to G/I (Government/Institution) on property described as: Part of the Southwest ¼ and Southeast ¼ of the Northwest ¼, Section 22, Township 119, Range 35 (1300 19<sup>th</sup> Ave SW).
- The applicant is requesting the rezone to reflect the use of a private school currently located at these properties.
- The surrounding properties are a mixture of residential (single family and multi-family), commercial, and public (park).
- There are no current plans for alterations on the site, except for a new sign consistent with those of the Willmar Public Schools.
- In general, this zone is reflective of the use, rather than directly abutting another G/I zone.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for Ordinance introduction and adoption.





## CITY OF WILLMAR SIGN PERMIT APPLICATION

DATE: 6/21/18 FEE PAID: \_\_\_\_\_ APPLICATION #: 18-46

|  |                                     |                 |
|--|-------------------------------------|-----------------|
| <u>Quick Signs</u>                         | <u>201 Willmar Avenue SE</u>        | <u>G/1</u>      |
| APPLICANT'S NAME                           | PARCEL # & ADDRESS OF SIGN LOCATION | ZONING DISTRICT |
| <u>Willmar Middle School</u>               | <u>Same</u>                         |                 |
| OWNER'S NAME (if different than applicant) | OWNER'S ADDRESS                     |                 |
| <u>ISD # 347</u>                           | <u>611 5th Street SW</u>            |                 |
| PROPERTY OWNER'S NAME                      | PROPERTY OWNER'S ADDRESS            |                 |
| <u>Quick Signs</u>                         | <u>919 First Street S</u>           |                 |
| SIGN CONTRACTOR                            | CONTRACTOR'S ADDRESS                |                 |

|                                    |                                   |                     |                      |
|------------------------------------|-----------------------------------|---------------------|----------------------|
| <u>Digital &amp; Cabinet Signs</u> | <u>104" X 113" = 81.5 sq. ft.</u> |                     |                      |
| TYPE OF SIGN                       | HEIGHT X WIDTH - AREA (SQ. FT.)   |                     |                      |
| <u>140"</u>                        | <u>N/A</u>                        | <u>N/A</u>          |                      |
| OVERALL HEIGHT                     | SETBACK                           | VEHICULAR CLEARANCE | PEDESTRIAN CLEARANCE |

COMMENTS: This one will be located where the existing sign is and  
will be exactly the same as the ones we did last year at  
Roosevelt & Lakeland Elementary Schools.

Zoned G/1  
Commercial area

Same as approved  
for elementary  
schools last year.

- PC approval needed

CONTACT PHONE # 320-233-7411

Gay Laughlin

APPLICANT'S SIGNATURE

[Signature]

ZONING ADMINISTRATOR'S SIGNATURE

ATTENTION: Right-of-way location verification  
is the responsibility of the applicant.



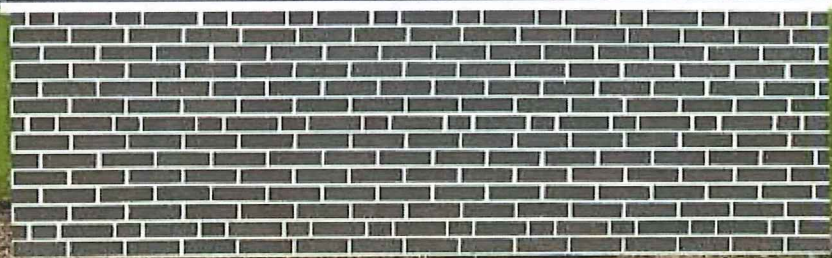


**WILLMAR**  
**Middle School**

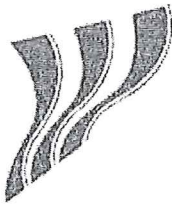
DAKTRONICS

GALAXY

**REMINDER**  
**2 HR EARLY**  
**DISMISSAL FRIDAY**







## CITY OF WILLMAR SIGN PERMIT APPLICATION

DATE: 6/21/18 FEE PAID: \_\_\_\_\_ APPLICATION #: 18-47

|  |                                     |                 |
|--|-------------------------------------|-----------------|
| <u>Quick Signs</u>                         | <u>512 8<sup>th</sup> Street SW</u> | <u>9/1</u>      |
| APPLICANT'S NAME                           | PARCEL # & ADDRESS OF SIGN LOCATION | ZONING DISTRICT |
| <u>Willmar Area Learning Center</u>        | <u>Same</u>                         |                 |
| OWNER'S NAME (if different than applicant) | OWNER'S ADDRESS                     |                 |
| <u>ISD # 347</u>                           | <u>611 5<sup>th</sup> Street SW</u> |                 |
| PROPERTY OWNER'S NAME                      | PROPERTY OWNER'S ADDRESS            |                 |
| <u>Quick Signs</u>                         | <u>919 First Street S</u>           |                 |
| SIGN CONTRACTOR                            | CONTRACTOR'S ADDRESS                |                 |

|                                |  |                     |                      |
|--------------------------------|--|---------------------|----------------------|
| <u>Digital + Cabinet Signs</u> | <u>60" x 96" = 40 s.f. + 24 1/2" x 70 1/2"</u> |                     |                      |
| TYPE OF SIGN                   | HEIGHT X WIDTH - AREA (SQ. FT.)                |                     |                      |
| <u>8'</u>                      | <u>10'</u>                                     | <u>N/A</u>          | <u>N/A</u>           |
| OVERALL HEIGHT                 | SETBACK  | VEHICULAR CLEARANCE | PEDESTRIAN CLEARANCE |

curved top  
13sf  
53sf

COMMENTS: This is the sign that is currently at Willmar Middle School. We will be moving it to ALC and installing on Trott Avenue to replace existing ALS sign.

\* Zoned G/1 ~ 20 s.f.  
allowed, 8ft height,  
10ft setback  
\* Residential area:  
64 sf max 6ft.  
height, 10ft+ setback  
- PC approval needed

CONTACT PHONE # 320-235-7411

Gary Laughlin  
APPLICANT'S SIGNATURE

Frank J. [Signature]  
ZONING ADMINISTRATOR'S SIGNATURE

ATTENTION: Right-of-way location verification  
is the responsibility of the applicant.



WILLMAR

**WILLMAR**  
**MIDDLE SCHOOL**

Current Middle School  
Sign will be  
moved to ALC &  
upgraded





# ALC

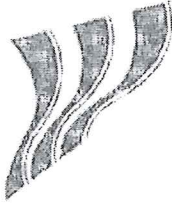
## Area Learning Center

Garfield Building ~ Established 1930

Day and Evening Classes • 320-214-6692

ALC





## CITY OF WILLMAR SIGN PERMIT APPLICATION

DATE: 6/21/18 FEE PAID: \_\_\_\_\_ APPLICATION #: 18-48

|  |                                       |                 |
|--|---------------------------------------|-----------------|
| <u>Quick Signs</u>                         | <u>1300 19<sup>th</sup> Avenue SW</u> |                 |
| APPLICANT'S NAME                           | PARCEL # & ADDRESS OF SIGN LOCATION   | ZONING DISTRICT |
| <u>Community Christian School</u>          | <u>1300 19<sup>th</sup> Avenue SW</u> |                 |
| OWNER'S NAME (if different than applicant) | OWNER'S ADDRESS                       |                 |
| <u>Same</u>                                | <u>Same</u>                           |                 |
| PROPERTY OWNER'S NAME                      | PROPERTY OWNER'S ADDRESS              |                 |
| <u>Quick Signs</u>                         | <u>919 First Street S</u>             |                 |
| SIGN CONTRACTOR                            | CONTRACTOR'S ADDRESS                  |                 |

|                             |   |                     |                      |
|-----------------------------|---|---------------------|----------------------|
| <u>Lighted Cabinet Sign</u> | <u>Cabinet (60" x 119") + Digital (46" x 119") = 8 1/2 s.f.</u> |                     |                      |
| TYPE OF SIGN                | HEIGHT X WIDTH - AREA (SQ. FT.)                                 |                     |                      |
| <u>140"</u>                 | <u>N/A</u>  | <u>N/A</u>          | <u>N/A</u>           |
| OVERALL HEIGHT              | SETBACK   | VEHICULAR CLEARANCE | PEDESTRIAN CLEARANCE |

COMMENTS: Add larger sign to the top of their digital sign to replace the existing smaller one. Cabinet sign has a rounded top which was considered when calculating square footage.

Currently R-2 ~  
-rezone to G/1 -

Same size/nature  
as Elementary &  
middle schools

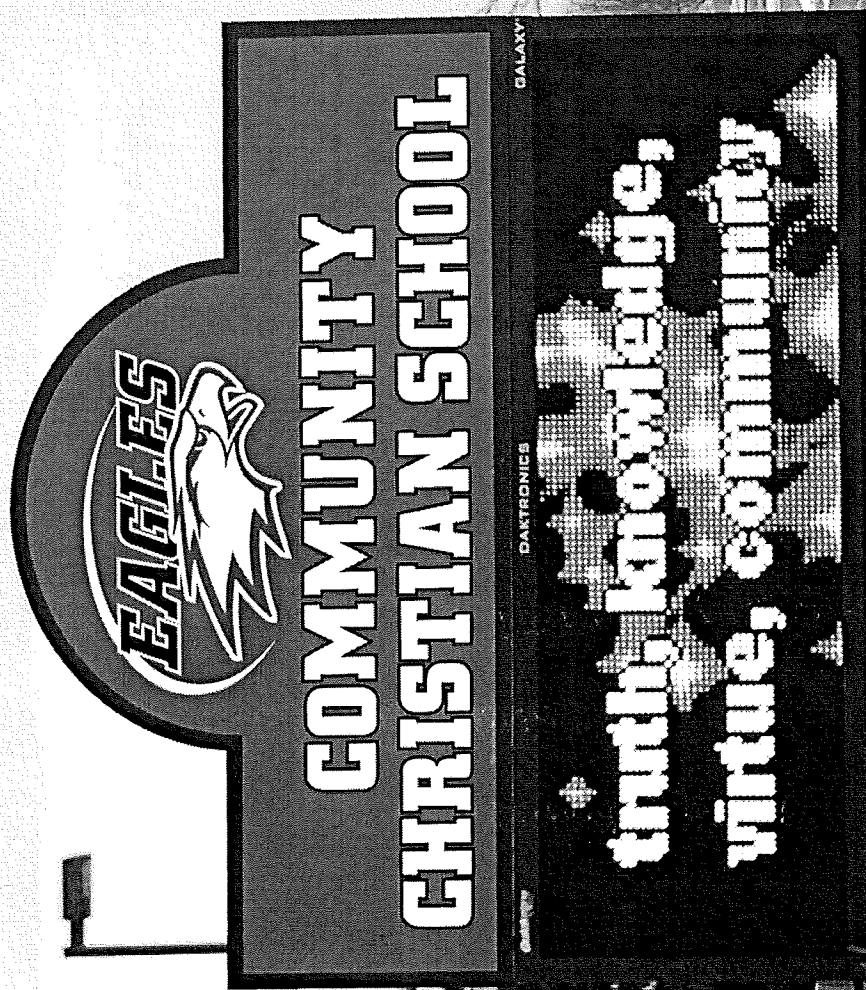
Surrounding commercial  
(& residential)

CONTACT PHONE # 320-235-7411

Gary Laughlin  
APPLICANT'S SIGNATURE

Paul Johnson  
ZONING ADMINISTRATOR'S SIGNATURE

ATTENTION: Right-of-way location verification  
is the responsibility of the applicant.

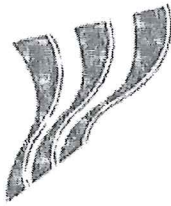


DAKTRONICS

COMMUNITY

CHRISTIAN SCHOOL

truth, knowledge,  
virtue, community



## CITY OF WILLMAR SIGN PERMIT APPLICATION

DATE: 7/16/18 FEE PAID: \_\_\_\_\_ APPLICATION #: 18-50

|  |  |                               |
|--|--|-------------------------------|
| <u>Quick Signs</u><br>APPLICANT'S NAME   | <u>1234 Kandiyohi Ave. SW</u><br>PARCEL # & ADDRESS OF SIGN LOCATION | <u>G/1</u><br>ZONING DISTRICT |
| <u>Jefferson Learning Center</u><br>OWNER'S NAME (if different than applicant) | <u>Same</u><br>OWNER'S ADDRESS                                       |                               |
| <u>ISD # 347</u><br>PROPERTY OWNER'S NAME                                      | <u>611 5th Street SW</u><br>PROPERTY OWNER'S ADDRESS                 |                               |
| <u>Quick Signs</u><br>SIGN CONTRACTOR  | <u>919 First Street S</u><br>CONTRACTOR'S ADDRESS                    |                               |

|                                  |  |                                   |                                    |
|----------------------------------|--|-----------------------------------|------------------------------------|
| <u>Road Sign</u><br>TYPE OF SIGN | <u>5' H x 8' W = 40 sq. ft.</u><br>HEIGHT X WIDTH - AREA (SQ. FT.) |                                   |                                    |
| <u>9'</u><br>OVERALL HEIGHT      | <u>10'</u><br>SETBACK  | <u>N/A</u><br>VEHICULAR CLEARANCE | <u>N/A</u><br>PEDESTRIAN CLEARANCE |

COMMENTS: Single-sided aluminum sign mounted between two  
7' H 12"x12" brick pillars.

- Zoned G/1 ~ 20sf.  
allowed, 8ft height,  
10 ft setback
- Residential area:  
64 sf max, 6 ft  
height, 10 ft+ setback
- PC approval needed

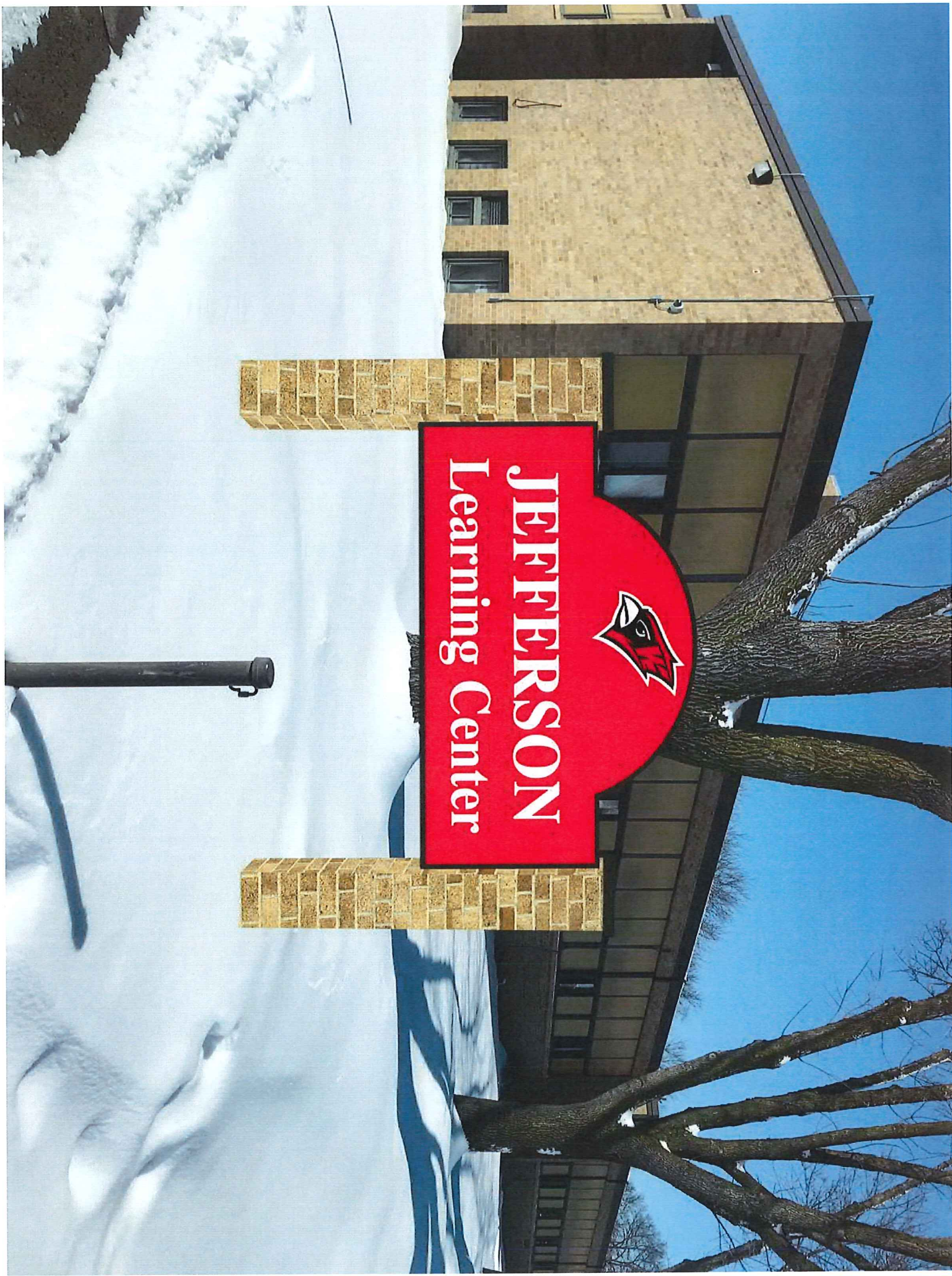
CONTACT PHONE # 320-235-7411

Gary Laughlin  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
ZONING ADMINISTRATOR'S SIGNATURE

ATTENTION: Right-of-way location verification  
is the responsibility of the applicant.





**JEFFERSON**  
Learning Center





get more creative and revolutionary in the uses of the vacant spaces. Mr. Weiner asked the Commission to consider uses above and beyond the current list of permitted uses in the Shopping Center District. From anything from offices, to medical, to residential and industrial type of uses.

The Commission talked about the economic vitality of the mall and how it affects the community not to mention jobs and activity in the area always being a goal. They talked about an equation for the mixture, and Mr. Weiner said it all depends on the interest of tenants for the mall.

Staff was directed by the Commission to prepare a list of possible additional uses in the Shopping Center District to be reviewed and discussed at an upcoming meeting.

6. WILLMAR PUBLIC SCHOOLS SIGN PROPOSALS: Aaron Pilarski of Willmar Public Schools, and Gary Laughlin of Quick Signs, submitted three proposed signs for three different Willmar Public Schools. All three school sites are zoned G/I (Government/Institutional) which staff explained is quite limited in freestanding signs to no more than 20 sq. ft. and 8' in height. The scale of the properties are quite large, equating to multiple City Blocks (acres of sq. ft. and hundreds of feet of street frontage). The Ordinance does state that "other signs not meeting these requirements must have Planning Commission approval".

May 2017  
The Planning Commission discussed setbacks and heights of the sign. The 10' setback as required by Ordinance was deemed appropriate to allow site lines to be preserved as there is also a portion of right-of-way beyond the street. The Commission thought the additional sq. ft. and height was appropriate for the acres of property and a good way to get uniform messages out by the School District and allow for branding and wayfinding for events.

Mr. Poe made a motion, seconded by Mr. VanVeldhuizen, to approve all three signs as requested and issue permits.

The motion carried.

7. MISCELLANY: Staff inquired if the Planning Commission would ever consider adding mini storage to the permitted use list for the Central Business District on behalf of an interested party that was considering the use for an existing building downtown. The Commission discussed indoor corridor facilities and the mixed use needed to keep the downtown viable as well. They said they'd consider a request for a text amendment for mini storage as a conditional use.

Staff presented a proposed land sale of Lot 4, Block 2, Willmar Industrial Park Third Addition to Buhler-Versatile Inc./Isco Inc. The company has expansion plans and requires additional land, they had been leasing the space from the City for some time already. As the City Charter requires Planning Commission review of all City land sales it is being brought to the Commission.